

**SECTION 3 - SPECIAL SITE REVIEW COMMITTEE{ XE "SECTION 3 - SPECIAL SITE REVIEW COMMITTEE" }**

**3.1 Establishment** In accordance with RSA 674:43 III and by resolution of the Rochester City Council dated October 3, 1990, a Special Site Review Committee is hereby established to review and act upon minor site plans (as defined in Section 3.5 below).

**3.2 Membership** The Special Site Review Committee shall consist of the Director of Planning and Development, who shall act as Chairman, the Building Inspector, the City Engineer, and one member of the Planning Board appointed by the Board chair.

**3.3 Committee Actions** Submission of minor site plan applications shall comply with the requirements for applications contain in Section 2 above. For items, which do not apply, an applicant may request a waiver as outlined in Article III, Section 3, of these regulations. Upon receipt of a minor site plan application, the Committee shall notify the applicant, abutters, and Planning Board at least ten (10) days prior to the date at which the Committee shall review the application. Notification shall indicate that the plan will be available for inspection in the Planning and Development Office prior to the date on which the Committee will review the plan. No formal public hearing will be held; however, any abutter may be heard on an application upon request. The Committee shall act to approve or disapprove within sixty (60) days after submission of a completed application (as defined in Section 2 above) unless the time for action shall be extended, or waived by the applicant, in accordance with RSA 676:4 I (f). A decision of the Committee may be appealed to the full Planning Board, so long as a notice of appeal is filed within twenty (20) days of the Committee's decision.

Any member of the Board may request Planning Board review. Where necessary for proper evaluation of minor site plan, the Committee may submit the plan for technical review by the City Departments.

**3.4 Certification** Upon approval of a site plan by the Committee, certification will be executed when the applicant files in the Office of the Planning Board:

1. Five copies, (22 inches by 34 inches), black or blue-line, of the final site plan for signing by the Chairman or his designee;
2. Where required, a performance bond, irrevocable letter of credit, or escrow account, in a form satisfactory to the City Solicitor and in an amount established by the Committee;
3. All formal legal instruments where required in these regulation such as deeds, easements and irrevocable offers of dedication to the public of all streets, utilities and parks, in a form approved by the City Solicitor.

**3.5 Minor Site Plans** Minor site plans shall include the following types of development:

1. Multi-family of three (3) to five (5) dwelling units;
2. Conversion and/or reuse of an existing structure to a use in conformance with the Zoning Ordinance and which requires no building additions or site changes;
3. Parking areas of ten (10) spaces or less;
4. Building additions of one thousand (1,000) square feet (measured as total square footage over all floors, not as building footprint) or less which comply with all Zoning requirements and which require no changes in parking or utilities.
5. Any other proposed building or site change which the Director of Planning and Development (or his/her designee) reasonably determines:
  - a. is very small in scale and scope;
  - b. is fairly simple and straightforward;
  - c. will have no significant impact; and
  - d. is clearly consistent with the intent of this section

Other site plans shall not be considered minor and shall go through the full Planning Board review process. Any minor site plan which any member of the Committee believes has the potential for significant impact shall be referred to the full Planning Board for action.